

Addendum
to an application for an
Idaho Community Development Block Grant

for a
Downtown Revitalization Project



by the
**City of Rigby and the Rigby Urban
Renewal Agency**
Mayor Ryan H. Brown

March 6, 2009



Prepared by The Development Company (E.C.I.P.D.A.)

March 6, 2009

Donald Dietrich, Director
Idaho Department of Commerce
P. O. Box 83720/700 W State Street
Boise, ID 83720-0093

Dear Mr. Dietrich,

The City of Rigby appreciates the opportunity to submit our addendum information in conjunction with our application for an Idaho Community Development Block Grant.

As a community we have expended considerable time and effort to plan and prepare for the revitalization of our downtown. The City undertook the creation of the Rigby Urban Renewal Agency and established goals that provide a “renewed” sense of community, that enhance the downtown shopping experience, and that the planned improvements will strengthen the economic future of the downtown area.

On behalf of the community, the City Council and I wish to express our gratitude to the Department for their interest in our project. We welcome the opportunity to state our mission to Department staff and the Economic Advisory Council.

Sincerely,

Ryan H. Brown, Mayor
City of Rigby

ICDBG Application Information Form

Applicant City of Rigby
Address: 158 W Fremont; Rigby ID 83442

Chief Elected Official: Ryan H. Brown, Mayor
Phone: (208) 745-8111

Sub recipient (if applicable): n/a
Address: _____

Chief Elected Official: _____
Phone: _____

Application Prepared by: Dorothy A. Bowen, The Development Co. Phone: (208) 356-4524 x 316
Address: 299 E 4th North; Rexburg Id 83440

Architect/Engineer/Planner (Contact Name): Mike Jaglowski, P.E., Keller Assoc. Phone: (208) 238-2146
Address: 412 W Center, Suite 330; Pocatello ID 83204

NATIONAL OBJECTIVE (MARK ONE)

☐ LMI Area ☐ LMI Clientele ☐ Imminent Threat
☐ LMI Jobs ☒ Slum & Blight

PROJECT TYPE (MARK ONE)

☐ Public Facility/ Housing ☐ Community Center
☒ Economic Development ☐ Senior Center

PROJECT POPULATION TO BENEFIT (PERSONS): (Census/Survey/Clients/Jobs)

TOTAL # TO BENEFIT: 2,998

TOTAL # LMI TO BENEFIT: 1,383

% LMI TO BENEFIT: 47.04%

% MINORITY POPULATION: 11.5%

PROJECT DESCRIPTION: The project will undertake the revitalization of the downtown area of the City of Rigby by constructing improvements to the area infrastructure. The City and the Rigby Urban Renewal Agency have joined together to plan, fund and maintain the improvements to be constructed during the summer of 2009. Plans have been formulated to increase the exposure of the downtown business corridor to citizens and outside the area shoppers. Improvements will include: sewer lines, light poles, electrical wiring, drip irrigation lines and beautification.

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DATE APPLICATION SUBMITTED</u>	<u>RESERVED/ CONDITIONAL AWARD</u>	<u>FUNDS COMMITTED/ CONTRACT AWARD DATE</u>	<u>DOCUMENTATION IN APPENDIX ***</u>
<u>ICDBG</u>	<u>\$500,000</u>				
<u>Local Cash</u>	<u>\$506,038</u>			<u>Urban Renewal</u>	<u>D</u>
<u>Local Loan*</u>					
<u>Local In-Kind**</u>					
<u>Private Investment</u>					
<u>Other (identify)</u>					
<u>TOTAL PROJECT FINANCING</u>	<u>\$1,006,038</u>				

Idaho Community Development Block Grant Budget

Name: City of Rigby – Downtown Revitalization

LINE ITEMS	ICDBG Cash	Urban Renewal Cash	City Cash and In-Kind	Total
Administrative**		\$65,000		\$65,000
Land, Structures, Rights of Way				
Engineering		\$152,000		\$152,000
Construction	\$500,000	\$264,830		\$764,830
Financial & Audit		\$13,208	\$1,000	\$14,208
Legal		\$10,000		\$10,000
TOTAL COSTS**	\$500,000	\$505,038	\$1,000	\$1,006,038

*Identify funding source

**Administrative expenses and project planning design costs, when totaled, shall not exceed 10 percent of the total ICDBG amount.

Economic Advisory Council Briefing:

Problems:

- The downtown infrastructure components are in very poor condition.
- Light poles are old and worn - recently one fell upon a shopper's car.
- Cracked and crumbling sewer lines have been infiltrated by tree roots.
- Trees, with no water source have died and been removed.
- Curb and gutters are crumbled and handicapped accessibility is limited.
- Pedestrian safety from parking to store fronts needs to be improved.
- Along with the infrastructure repairs the need exists for:
 - signage: to promote community events, business activities, and create the ability to "pull the shopper in" to the downtown area.
 - beautification: the creation of a pocket park, placement of benches, planters, trash receptacles and holiday décor are needed to create an atmosphere conducive to business.

Planning & Development:

- The City organized an Urban Renewal Agency (URA) to aid in the improvements.
- The goals: to develop a community gateway, develop and construct a walking path connecting activity areas to the downtown; and revitalizing the downtown shopping area.
- All improvements are focused on enhancing the economic perspective by drawing in people and activities that generate revenue to the community.
- The URA has funded extensive improvements to the rodeo grounds, cleaned up the Veterans Park, donated to the Veterans Memorial, made repairs to the Farnsworth T.V. Museum and to the City Recreation Center and constructed a portion of the planned walking path.
- The past improvements cost \$132,000 – a significant investment toward the overall goals of the City and the URA.
- The City has hired a Recreation Manager to coordinate community activities and events, market the activities, and increase the community's business and economic profile in eastern Idaho.

Costs:

- Downtown Revitalization Estimate: \$1,006,038.
- The RUA has raised \$507,000 toward the downtown project.
- The project is ready to proceed and will be completed in 2009.

Impact:

- During the last 18 months one-third of the existing businesses in the downtown area have made façade improvements.
- Downtown businesses were surveyed and they noted that they made financial commitments to renew and restore their businesses because of the revitalization plans.
- Activities such as extended shopping hours, farmers' markets and crafts bazaars, community dances, and entertainment venues at the rodeo grounds are all calendared for 2009 and 2010.

Detailed Cost Analysis

1. Have preliminary plans and specs been submitted to regulatory agencies for review? Yes **X No**

If yes, list date submitted: _____

If no, list expected date to be submitted: **April of 2009**

2. Has final design (for bidding) begun? Yes **X No**

If yes, % complete: _____%

If no, what is expected start date: **May of 2009**

3. Will project include bid alternatives to meet project budget if necessary?

X Yes No

4. Are Davis Bacon wage rates applicable to the project?

X Yes No

If yes, are they included in the project costs?

X Yes No

5. Have known environmental measures been included in project costs? (ex: dust mitigation, archaeological survey, storm water drainage, wetland mitigation etc.)

X Yes No

Dust mitigation and storm water runoff during construction are included in construction costs.

6. What percent of contingency has been included in project budget? **3%**

7. List the last date the owner and design professional discussed project design and details.

February 3, 2009

8. Design Professional Cost Estimate may be found in Appendix C.

Project Schedule

Project Activity	Date (to be) Completed	Documentation in Appendix
Grant Administrator Procured	May 2008	H – in application
Design Professional	May 2002	H – in application
Other Funding Secured	November 2008	G – in application
Permits Identified & Secured	March 2009	
Environmental Review Complete	May 2009	
Complete 504 Requirements	Sept. 2009	
Complete Fair Housing Requirements	Sept. 2009	
Bids Advertised	June 2009	
Start Construction	July 2009	
Second Public Hearing	Sept. 2009	
Certificate of Substantial Completion	Oct. 2009	
National Objective Documented	Dec. 2009	
Closeout	Dec. 2009	

Design Professional Cost Estimate

Commitments to Maintenance and Promotion

The City of Rigby formed the Rigby Urban Renewal Agency (RURA) in 1993. The direct intent of the creation of the RURA was to provide the City and the community with a mechanism of funding needed improvements in the community and in the downtown area. Once formed, the City directed the Urban Renewal Agency Committee to develop a long-term budget and scopes of work.

As the tax increment financing flowed into the URA fund, the Committee elected to begin improvements. The first improvements were large scale projects involving the new Broulim's Grocery Store area infrastructure improvements. (This project represented a significant number of new jobs for the area). Then infrastructure improvements were made to provide rail access to the local potato processing plant. Next the URA tackled "smaller" projects while saving and preparing for the larger scope of downtown revitalization on Main and State Streets. This effort was coordinated with the City to allow the preparation for and to begin to construct the required improvements to the City's wastewater infrastructure system.

In coordination with the Urban Renewal Agency's efforts and understanding the role and responsibility that the City has in maintaining and promoting the downtown area the City Council has accomplished the following:

- 1) Coordinated their plans with the City's Maintenance foreman to verify availability and training/knowledge of staff to adequately maintain the downtown improvements on a long term basis.
- 2) Has made arrangements for the support of the City's maintenance personnel with assistance from individuals performing Community Service. The City of Rigby is in a unique position to achieve positive "community service" in their summer maintenance and beautification programs. The Mayor is the Director/Coordinator of the Tri-County Probation and Upper Valley Drug Court programs.
- 3) City maintenance personnel are currently planning the beautification of "entry" areas into the City for the summer of 2009 as a coordinated effort to the downtown revitalization project.
- 4) Hired a Recreation and Community Events Coordinator in 2007 to not only manage the City's Recreation Center but to also develop and market activities designed to promote the downtown businesses and enhance the shopping experience in Rigby. A copy of the activities and events already calendared are shown in Appendix B in the application.

The City is fully supported in their efforts by two important organizations in Rigby, the Chamber of Commerce and the Rotary Club of Rigby. Both have pledged their support to the long term maintenance of the improvements to the downtown. (Appendix B).

Capital Improvement Programs

The City formed the Urban Renewal Agency with the direct intent of using the “gained” increment taxes to fund the necessary improvements in the community. Recognizing that the businesses are already stressed financially the City Council made the conscious effort to create the URA rather than another type of tax financing which would increase the tax burden for the downtown businesses.

The City feels confident of its ability to manage the improvements once they are constructed and to effectively manage the necessary maintenance required by the improvements.

Historically, the City has had to work through several years of misunderstanding by the citizens of Rigby regarding the need to make required improvements to the existing wastewater system. The misunderstanding was greatly publicized and caused considerable difficulty for the past and present Councils. (The political climate has “cleared” and the City now enjoys renewed support from the citizenry). All of the City’s “efforts and excess revenues” had to be committed to constructing the required wastewater system improvements. The improvements are now underway and the City is now able to focus on other needed community improvements. On the top of the Councils list is the revitalization of the downtown area and the Council and the URA are working together to achieve their goals. The City is fully committed to the project and to obtaining the expected results from the project. Appendix A.

Securing the Local Match

The Rigby Urban Renewal Agency already has the cash on hand (\$507,000) for the downtown improvement project. Appendix D is the letter of commitment of their cash match from the RURA to the Department.

Property Title

Not applicable at this time. There has been some discussion from one property owner about his donating a small piece of property on Main Street for the creation of a “pocket park” or green space. This is still being discussed and there is not a commitment at this time.

Fair Housing Resolution

The Fair Housing Resolution was published in the *Jefferson Star* February 4, 2009. Appendix C.

Scope of Work

The Scope remains as discussed and detailed in the application with the exception of the addition of safety features in an egress area designed for parking access behind businesses on Main Street. It has been suggested to the City that consideration should be given to creating an improved pedestrian area in the downtown. The project engineer, the URA and the City support the proposal and the benefits of changing a vehicle access area to provide for a pedestrian access corridor.

As this addendum is being prepared the City and the Engineer are drafting a concept. Once the plan is finalized for the “pedestrian access area” it will be reviewed by the City, and the Urban Renewal Agency. The Engineer has indicated that it is likely that this improvement can be done within the current project budget. If unforeseen issues arise the Urban Renewal Agency has indicated that this will become their next area of focus for improvements in the downtown. The Urban Renewal Agency already has planned additional improvements in the downtown area (in the next two years) following the completion of this project.

It is important to note that this downtown revitalization project is a part of an ongoing and planned program of improvements within the Urban Renewal Area.

LETTER SPECIFIC QUESTIONS

City’s Role in Downtown Clean-up and Maintenance

The City recognizes its role and responsibility in the care, maintenance and long term costs associated with the downtown improvements. The Maintenance foreman has indicated his department has the knowledge and capacity to properly maintain the improvements. Also, the City’s Mayor as Director/Coordinator of the Tri County Probation and Upper Valley Drug Court has in place (and is in a good position to guarantee the success) plans to use individuals assigned to community service in the City. The City has plans to begin a summer beautification program with the planting of flowers at City entrance areas and in the downtown area. The flowers and planters will require daily care throughout the summer months and the City is ready and willing to undertake these tasks as a part of the overall revitalization program to make the City and the downtown area in particular attractive to shoppers and visitors.

The City provides assurance of their commitment in their letter included in Appendix A.

Public Parking Egress

As previously addressed (above) the City, the Engineer and the Urban Renewal Agency have recognized the State’s comment regarding pedestrian safety issues and are taking steps to review and plan to create a pedestrian friendly egress area (adjacent to Idaho Drug) as a part of this downtown improvement project. It should be noted that some but not all of the Main Street businesses have some “back door” entrances for shoppers. Some businesses have even created a “secondary façade” at the back of their stores to encourage shoppers from the Broulim’s Grocery Store to come into their stores.

APPENDIX A

City of Rigby – Letter of Commitment

APPENDIX B

Community Commitments

APPENDIX C

Fair Housing Resolution

APPENDIX D

Rigby Urban Renewal Agency Letter of Commitment

Ryan H.
Brown,
Mayor
City of
Rigby

March 6, 2009

Donald Dietrich, Director
Idaho Department of Commerce
P. O. Box 83720/700 W State Street
Boise, ID 83720-0093

Dear Mr. Dietrich,

Please accept this letter as our statement of commitment to the Rigby Downtown Revitalization project. Our commitment has or will:

- 1) the City's Maintenance Department does have the staff with knowledge and ability to maintain the downtown improvements.
- 2) the Maintenance Department is prepared to receive assistance from individuals performing Community Service. The City of Rigby is in a unique position to achieve positive community service in their summer maintenance and beautification programs. The Mayor is the Director/Coordinator for the Tri County probation and Upper Valley Drug Court.
- 3) is currently planning the beautification of "entry" areas into the City for the summer of 2009.
- 4) hired a Recreation and Community Events Coordinator in 2007 to not only manage the City's Recreation Center but to also develop and market activities designed to promote the downtown businesses and enhance the shopping experience in Rigby.

Sincerely,

